

What to Expect from Walk-In

What is the purpose of the Career Center's Walk-In service?

The Career Center Walk-In service provides a setting where USF students can have a quick career related question answered. USF students also have the option of spending an hour or two working on career and major exploration and job search preparation-related tasks. It is not intended for confidential individualized career counseling. If a student needs confidential individualized career services the student will be referred to schedule an appointment with a career counselor.

Who will assist me in the Walk-In?

A career center staff member will be in the resource room to assist students in utilizing the resources available and answer career and job search-related questions.

What kind of help can the Career Staff member provide during Walk-In?

A student's work is expected to be *self-paced and self-directed*. The Career Center staff person will provide career coaching to assist with career exploration and job search information. He or she will be able to *guide the student's efforts* in conducting career exploration and/or job search-related tasks. He or she, however, cannot complete any assignments for the student nor do any of the work for the student. They, instead, can answer students' career and job search-related questions and help students work on career and job search tasks.

For how long may I use the resource room?

Students may use the resource room for a couple of hours in a given day and may return as often as needed to complete a career-related task. Walk-In hours of operation are Monday and Tuesday, 10:00am to 12:30pm and Wednesday and Thursday, 12:30pm to 3pm (except for USF approved holidays).

What can USF students use Walk-In for?

- Learning about the Career Center
- Navigating the Career Center's Website
- Career Exploration
- Finding Graduate School information
- Resume Building
- Cover Letter writing
- Learning about Interview Skills
- Researching Employers
- Internet Job Searching
- Networking Information
- Salary Information
- Learning about Cooperative Education
- Exploring employment opportunities (Internships, full-time employment, FWS, part-time employment)

What career resources are available for USF students in the resource room?

Resources Include:

- Library Books
- DVD's
- Career Center's Website resources
- Handouts/ flyers/ brochures
- Magazines
- Career Connections (job data base)
- Computers
- Printer